COLLEGE DIRECTOR OF FINANCIAL AID

Position Description

The College Director of Financial Aid reports to the Vice President for Student Affairs. Responsibilities include the following:

1. Provide leadership and coordination for the development and implementation of collegewide policies and procedures for federal and state financial aid programs, including budgets, eligibility packaging, certification, verification, emergency loans, deferrals, and other related activities (with the campus Financial Aid Directors).
2. Coordinate the preparation, analysis and reporting of data pertaining to required state and federal reports and applications.
3. Monitor institutional compliance by campus Financial Aid Offices to the statutory requirements of all programs through technical training sessions and campus program reviews; coordinate the completion/submission of collegewide reports for the various programs.
4. Maintain liaison with all campus and college offices (e.g., Computer Center, Business Affairs) involved in developing and implementing financial aid systems and procedures, or in disseminating financial aid information (e.g., Admissions).
5. Disseminate financial aid regulations, publications, and bulletins and communicate all changes or updates to policies, procedures and systems to campus Financial Aid Offices in a timely manner.
6. Represent the Financial Aid area in all external review or critical visitations (federal, state, and local).
7. Work with campus Financial Aid Directors to prepare financial aid materials, maintain and enhance the financial aid Web site and other online services, coordinate mailings, allocate and distribute campus fund levels for various programs from college block grants, and conduct in-service training programs.
8. Chair the Financial Aid Review Committee; represent Financial Aid on college committees such as the Enrollment Management Committee and the Registration Advisory Committee.
9. Chair the College Scholarship Committee; maintain scholarship brochures and the scholarship Web site; assist the Vice President for Student Affairs in developing new scholarship programs.
10. Coordinate the hiring, supervision, and evaluation of all personnel assigned to the College Financial Aid Office; prepare and manage the budget.
11. Other related duties as assigned by the Vice President for Student Affairs.

November 12, 2002